

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 19, 2022

Closing Date: May 26, 2022

**CASE PROCESSOR
Criminal Division, Felony Screening Unit
New Castle County**

Job Responsibilities and Duties:

The Delaware Department of Justice seeks a Case Processor to provide administrative support to the Misdemeanor Trial Unit, Criminal Division, in New Castle County. The duties associated with the Case Processor position include, but are not limited to, creating physical and electronic case files, preparing charging documents, accessing and printing documents as needed from LEISS, JIC, and CJIS, managing file organization and storage, managing several calendars, pulling files associated with those calendars, and closing files out post-adjudication. The position requires interaction with law enforcement and the courts, including but not limited to requesting and obtaining electronic and physical evidence and frequently communicating with court staff. In addition, the Case Processor will be available to cover for other units within the Criminal Division as needed.

Minimum Qualifications:

The candidate must be detail-oriented, able to multi-task, and well organized and proficient in Microsoft Office. The candidate must possess excellent spelling, grammar, and proofreading skills.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.